

**COMMITTEE ON PROBATION EDUCATION  
APRIL 6, 2010 MEETING MINUTES**

**Unapproved**

<b>Present</b>	<b>Absent</b>	<b>Staff</b>
Todd Zweig, Chair	Rene Baca	Chad Kewish
Scott Mabery, Vice Chair	Kristi Johnson	Barbara Ortolano
Margie Brakefield	Judge McCarville	Kevin Jeffries
Chad Campbell	Judge Nelson	Jodi Rudd
Patricia Cordova	Lee Phillips	Kensley Gonzales
Diane McGinnis		Diane Bouconi
Chuck Moter		
Tivo Romero		<b>Guests:</b>
David Sanders		Paul Gabaldon
Kathy Waters		

**I. Welcome**

Todd Zweig called the meeting to order at 10:08 a.m. The members each introduced themselves. Paul Gabaldon joined the meeting as a guest presenter as Chair of the Detention Subcommittee.

**II. Approval of Minutes**

**MOTION:** Chuck Moter moved to approve the minutes from the December 15, 2009 meeting. Diane McGinnis seconded the motion; motion passed unanimously. The committee discussed the December 15 minutes regarding who was charged with creating the survey. Scott Mabery clarified that Education services would draft the survey.

**III. Certification Survey Results Review:** Information provided by Jodi Rudd and Todd Zweig

Todd began by giving some background on the curriculum of the Probation Officer Certification Academy. Officers who had attended the academy within the past three

years were surveyed (via Zoomerang) regarding ways to improve the academy. COPE essentially wanted to see what is working, what isn't, and what possible new direction the committee should be going in. The next step is to survey probation department supervisors/managers. Jodi then proceeded to review the survey results with the committee and asked members to give feedback and ideas. Out of approximately 400 officers, about 115 officers responded. In the area of Foundational Lessons, most of the classes got a "mostly beneficial" or "extremely beneficial" rating and very few "no benefit" responses.

The responses were similar for the Officer Safety, Substance Abuse and Treatment, and the classes that fell into "Other" categories. Jodi explained that the officers that responded negatively in the Specialized Caseloads category typically did not have specialized caseloads.

The first portion of the survey focused on how beneficial the information was, while the second portion focused on how often the officers use the material. Chad Campbell said it was interesting to see how many officers said they did not use diversity on a daily basis. In retrospect, Jodi and Chad Kewish agreed that they should have asked officers whether they were juvenile or adult, however the question was not asked in order to preserve the anonymity of the respondents.

Jodi then moved on to discuss the comments section. Todd saw two main trends: many officers would like to have attended earlier in their hire year and secondly, the information taught at the academy is not the same as what is being practiced in the field in the counties. Diane McGinnis said she saw a lot of instances where it may be beneficial to break up the juvenile officers from the adult officers. Chad Kewish

explained that academy may be difficult to split between adult and juvenile officers because both the practicum exercise and the test would have to be modified. The test would have to be rewritten and revalidated, which is time consuming and costly. It also leads to questions regarding certification: In a combined department, if an adult officer is asked to step in and assist the juvenile side, are they still considered certified? Would that officer need to return to the academy and “make up” juvenile classes? Diane and Scott agreed that a simple overview of the juvenile system for adult officers and vice versa would suffice and that without time or budget constraints, it would be best to split the academy. Specifically, Diane named the Sex Offender class as being geared mainly towards adult officers. The survey showed that some officers did not find certain classes to be beneficial at all. David Sanders suggested reducing the length of the courses instead of totally eliminating them.

In reviewing the comments, the committee found that many students would like to see a more hands on approach and increase the number of activities. As a Dean, Diane has observed the majority of instructors using strictly lecture. Chad asked the committee for help in determining whether the search report element should be eliminated from the academy. Officers commented that they do not get immediate feedback and the way reports are taught at the academy is different than the way it is done in their own counties. Diane said it’s possible that the counties are not using the most current practices, forms, etc, and, in fact, the AOC could have more up to date information. Scott said he would actually like to see the search report that is sent to the student after the academy. Kathy and Diane suggested that the AOC check with counties to determine

which variation of the form is being used, and possibly use this as a starting point to determine the key components of the report.

The committee then discussed the best way to create a survey for the managers using information gained from the officer survey. Chad said the questions could springboard off the officer survey and question supervisors on how they feel about and if they concur with the points that the officers raised. It was suggested that the survey may be more comprehensive if supervisors are asked to identify needs and gaps in POC training. Chad told the committee that the probation unit would work on creating a survey for managers/supervisors.

#### **IV. Detention Subcommittee Report:** Information provided by Chad Kewish

COTA (Correctional Officer Training Academy) will be used for the upcoming Detention Academy in May instead of the JEC. There are currently 11 participants. The role plays for the practicum portion were written primarily by detention administrators and were then sent to COPE for review. This practicum was modeled after the Certification Academy practicum.

The practicum assessment form was provided in the meeting materials. Diane surmised that the first objective on the form appeared to be primarily about safety and security and the second objective seemed to assess the communication skills of the officer. She suggested that the language be different or clarified on the form and possibly change it to “Does their posture/stance reflect what they are trying to communicate?”

Chad further explained that the scenarios include no physical contact, can be used in a dayroom or cell, and the children in them are between 12 and 16 years old. These

scenarios will be used for the officers to obtain constructive feedback from the team leaders. This exercise is not designed for “pass” or “fail” purposes at this point, therefore, there is no remediation process.

The Detention subcommittee has two new appointed members: Denise Smith and Mark Koch.

**V. Handle With Care/Defensive Tactics Workgroup Report:** Information provided by Paul Gabaldon

Todd briefly reviewed for the committee the purpose of Handle With Care. It is a behavior management program used in juvenile facilities. Approximately one year ago, the Detention subcommittee was tasked with finding DT techniques that could be used in a secure facility to supplement the Handle With Care curriculum. The main focus was to give detention staff more options and tools in dealing with a use of force situation. The list provided in the meeting materials outlines specific areas that COPE requested the subcommittee review. The curriculum is not mandatory. The subcommittee simply identified some key techniques that could be applicable to a detention officer. The curriculum is approximately 28-32 hours, not including the Handle With Care curriculum which is 16-24 hours. These instructional blocks must be taught separately because of the copyrights on the PRT and Handle With Care curriculum. Tivo expressed concern about the DOA being extended because of the extra instructional hours, but fully supported to ensure officer safety. Barb said that this curriculum, if the juvenile is aggressively attacking the officer, will cover how the officer can create distance,

defensive moves on the ground, and other related pertinent tactics. Barb and Kevin then explained a few of the techniques included in the curriculum.

Todd was interested in finding out what Juvenile Managers thought about the new curriculum and asked if it could be added to the agenda at JAM. If there is support, the next step would be to take it to curriculum and have curriculum developed. Diane McGinnis agreed that HWC is not adequate to offer officers the protection they need. She asked what research has been done with other institutions regarding this and determine what other states and other practices are. She thought some directors at JAM would resist due to the fact that nobody is comfortable injuring or harming a child, no matter how bad the child may be behaving. When this goes to JAM, it is important to stress that the de-escalation piece and good communication will still be in the foreground of this training. Scott said that there is a very fine line between being politically correct and ensuring that your officers are safe and have all the tools necessary to keep them safe. Chad Campbell said that the physical fitness of detention officers and a possible standard on that would probably be discussed at JAM in regard to this issue. An officer may have great verbal skills, but if they can't physically get away or effectively defend themselves, it becomes an issue. Todd surmised that the next steps are to do more research to determine what other departments across the country are using, create a presentation that addresses the issues that Diane and Scott brought to light, and finally, present this at JAM. Chad Campbell asked Todd that staff not be responsible for presenting this at JAM; Kevin suggested that Diane be the spokesperson. Todd tasked the Detention Subcommittee with doing the research comparing this program to other states.

**VI. Testing Policy revision:** Information provided by Todd Zweig

Todd struck this from the agenda and instead will revisit it at the next COPE meeting.

**VII. Officer Safety Report:** Information provided by Barbara Ortolano

- Every county has now been trained on the DT new techniques and has received updated manual sections and lesson plans. This training was completed by the end of January.
- Since the committee last met, four FT academies and one DT academy were held. The next DT academy will be in May and possibly another one in June or July.
- Barbara and Kevin are delivering simunitions judgment training to three counties. Glock armorer training was also held for 36 participants at the OSTC.
- DT TTT and FT TTT will be held in June and August, respectively.
- Kevin and Barb continue to provide assistance with DT refreshers to counties that don't have instructors. CPR and First Aid instruction is available from Officer Safety for counties that request it.
- OSTC will be getting an AED for the facility.

**VIII. Certification Report:** Information provided by Kensley Gonzales

At the January Probation Certification Academy, 29 officers attended and each one passed the test. The overall evaluation score was 4.39. Approximately 1/3 of the officers were from Maricopa Adult. The April Probation Certification Academy has 20 officers

registered. Of those registered, one is a Surveillance Officer and the majority are from Maricopa Adult.

**FSD:**

Two FSD programs have been held since the last COPE meeting- December and March.

**IPS:**

Twenty officers attended the March IPS Academy. Only one SO attended and all except three participants were from Maricopa Adult. Only the three day PO portion was held due to low enrollment of SOs. Chad commented that the class had some behavioral problems and the overall evaluation score was quite low, 3.71.

**IX. New Business:** Todd Zweig

Todd said there are a few SOs at his department that are not IPS officers and have never been IPS officers. These SOs are not required to received the same training at the IPS academy. Todd wondered if a population of the probation community was being left out of valuable training and asked if the committee was interested in training this population?

David Sanders said it was a good idea, if it could survive the budget cuts.

**X. Call to the Public:** Todd Zweig

None.



**XI. Adjourn:** Margie Brakefield moved to adjourn the meeting. Chuck seconded the motion; the motion passed unanimously. The meeting adjourned at 12:30 p.m.

Respectfully submitted,

Kensley Gonzales